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KSIS ASSESSMENT PUSHDOWN

- ⇒ 2010-11 ACCESS, ACT, EXPLORE and PLAN scores are being pushed down to districts in mid-February.
- ⇒ The student records transfer will then consistently transfer test scores as a student transfer between districts.
- ⇒ Test scores are found in IC under Student Information, General and then Assessment Tab.
- ⇒ Test scores will be marked as KDE Official. Scores are not updateable at the district level.
- ⇒ Default configuration will show Assessment Scores on the parent portal, but not on the transcript.
- ⇒ A Feb. 10 e-mail to KSIS Points of Contact contained additional information.
- ⇒ 2011-12 EXPLORE and PLAN scores are expected this spring.

STUDENT SCHEDULING

It's that time again ... time to start scheduling students. Infinite Campus encouraged districts in user group meetings to refresh their sandbox sites and test rollover in that environment first. To have your sandbox refreshed, submit a ticket with Infinite Campus. New scheduling enhancements are planned for the 2013-14 school year. As the Kentucky Department of Education (KDE) has more information about this IC core product development, we will share the news with you.

Infinite Campus University (ICU) offers training sessions for student scheduling in February and March.

SC 2256 Scheduling: Wizard		SC 2236 Scheduling: Preparation		SC 2216 Scheduling: Calendar & Enrollment Roll Forward	
Feb. 28	1 p.m. CST	Feb. 22	10 a.m. CST		
March 20	10:30 a.m. CST	March 1	1 p.m. CST		
March 29	1 p.m. CST	March 22	10:30 a.m. CST	March 14	10:30 a.m. CST

Recorded WebEx sessions are also available on ICU at <https://icu.webex.com/>, particularly:

SC 2216: Scheduling: Calendar & Enrollment Roll Forward-20111201 1552-1

CIITS NEWS YOU CAN USE

- Infinite Campus (IC) data is used to populate CIITS at least weekly. Weekly extracts are run on Mondays, and data is refreshed in CIITS by Tuesday morning.
- Roles and permissions are established in IC. CIITS roles established in IC prior to the week-end update will be reflected that next week. If there are problems accessing CIITS, please check the following:
 1. Validate that a kyschools.us or ky.gov e-mail address is entered into IC. The school e-mail address is used to validate the user for access to CIITS
 2. Verify your CIITS role. Custom Roles are needed and must be established in IC first for additional functionality.
- UPCOMING CIITS TRAINING — encourage users to verify they have correct roles established at least seven days prior to training.
- KDE's Systems [Launchpad](#) provides the latest information on CIITS, IC and ILP. Bookmark this site for quick reference to the latest information.
- The primary teacher as identified in IC is the Teacher of Record for classrooms established in CIITS. At this time, secondary teachers do not have access to classroom/student-level data.
- Grades, attendance and guardian data were loaded to CIITS in early February; program-level information is expected to be loaded by the end of February.
- ACT, EXPLORE and PLAN assessments will be loaded into CIITS by early March.
- Please note that this is last school year's data. The current school year's data will be loaded when it becomes available.

DUPLICATE ... DUPLICATE ... DUPLICATE

It's more important than ever to ensure that your students have only one State Student Identification (SSID) number in Infinite Campus and that any existing duplicate SSIDs are identified and corrected. As data is shared and analyzed, duplicates can create data quality issues. Duplicates can prevent student-level information from populating CIITS or being shared with P20. The duplicates also can affect calculations in state and federal reporting. There are reports available to help with identification and resolution of duplicate SSIDs. (PATH: Student Information ⇒ Reports):

⇒ State Enrollment Overlap Report

- ◆ As students move, make sure they are properly end-dated. Contact the student's previous district if the student has not yet been end-dated.
- ◆ If the overlap is two different students, create a support ticket and ask for only one to keep the SSID and the other to get a new SSID.

⇒ Duplicate Student Search Report

- ◆ This report identifies duplicates within the selected year only.
- ◆ Create a support ticket to have IC combine duplicates.

NOTE: KDE has asked Infinite Campus for help identifying duplicates by district. Expect to hear more on the need to clean these records up as statewide reports become available.

PREVENT DUPLICATES: use the Student Locator for new enrollments, and end enrollments as students withdraw.

JOIN US FOR COMMISSIONER HOLLIDAY'S SECOND TWITTER TOWN HALL



The Kentucky Department of Education invites teachers, administrators, district staff, parents and other education stakeholders to submit questions for Commissioner Terry Holliday's second Twitter Town Hall **Wednesday, Feb. 15 from 4-5 p.m. ET**. The Twitter Town Hall topics will be the 2012 General Assembly and KDE's legislative agenda.

Questions can be tweeted both before Feb. 15 and during the live event from 4-5 p.m. ET. Use the hash tag **#AskDocH** to send questions. If you don't have a Twitter account and would like to sign up for one, visit www.twitter.com. It's a free service and also offers apps for smartphones if you'd rather follow along off-PC/MAC.

The Twitter Town Hall also will be webcast live. If you would like to follow the Twitter Town Hall via live webcast, click [here](#). To listen and/or watch, you must have Windows Media Player installed on your workstation. Once Windows Media Player is installed, simply click on the appropriate link to hear audio-only or view the video with audio.

Commissioner Holliday looks forward to answering your questions on Feb. 15.

KENTUCKY HIGH SCHOOL FEEDBACK REPORT — DATA QUALITY STARTS WITH IC

The Kentucky High School Feedback Reports are now available on the P20 Data Collaborative [website](#). These reports provide data about college-going for Kentucky's public high schools. The reports follow students who graduated from high school in 2010 and identifies how many went on to enroll in a college or university during the 2010-11 year. The KDE provides student-level records from Infinite Campus to the P20 Data Collaborative for research and analysis purposes. Additional reports will follow. Because Infinite Campus data is being used to populate a number of systems, it is important to continue to promote data quality within your district. A graphic demonstrating the uses is included on the last page of this newsletter. You can use this to help emphasize the importance of data quality within your district.

Office of Knowledge, Information, and Data Services (KIDS) — Division of Enterprise Data

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Infinite Campus - Data Uses

KY Student Information System (KSIS)



*Authoritative Source
for*

- Student Demographics
- Attendance
- Behavior
- Health
- Grades, GPA & Graduates
- Teacher Identifiers
- Courses
- Class Rosters linking students to teachers
- School/District
- Superintendents & Principals
- Program Participation
 - Gifted & Talented
 - Title I
 - LEP
 - FRYSC
 - Free/Reduced Lunch
 - Preschool
 - Migrant
 - Special Education

Respect the authoritative source system:

- ⇒ Inspect vs. expect — Analyze data to ensure data quality.
- ⇒ Make changes within system and not outside of system.
- ⇒ Promote importance of data quality to all system users.
- ⇒ Data can define us as good or bad — let's make it good.

